

**Superior Court of the State of California
County of Riverside
Civil Division, Riverside - Department 8
Trial Requirements and Issues Conference Order**

CASE TITLE:_____ **CASE NUMBER:**_____

Unless otherwise ordered in court, a Trial Management Conference shall be held the Friday prior to trial. The court may rule on motions in limine and any pretrial motions at the Trial Management Conference, or may defer some rulings.

Counsel shall hold a meet-and-confer Issues Conference at least 7 days prior to the Trial Management Conference. Lead counsel for plaintiff shall have the responsibility of arranging the Issues Conference at a mutually agreeable time and place.

At the Issues Conference, for both bench or jury trials, counsel shall prepare and exchange:

1. Joint Statement of the Case: Statement to be read to the jury venire, by the court.
2. Joint List of Witnesses: Exchange names of witnesses and prepare a list, which includes said witnesses' cities of residence.
3. Joint List of Exhibits: Brief descriptions of trial exhibits.
4. Joint Statement of Stipulated Facts and Issues.
5. Statement of Facts and Issues in Controversy.
6. Motions in Limine, Oppositions and Replies: Exchange all motions in limine, numbered sequentially, with points and authorities, and proposed order(s).

7. Exhibit Books: Exhibits are to be pre-marked with exhibit tags obtained from the department clerk or judicial secretary prior to trial. Exhibits 8½ x 11 shall be placed in four (4) binders (one for the witness, the department clerk, opposing counsel, and the court). The exhibit tags are to be placed in the lower right corner or placed on the back of each item. Photos, charts, blueprints, blow-ups, etc. are to be marked as individual exhibits. Counsel may also show photos, charts and other exhibits on the Court's "ELMO" visual presenter.

8. Prior Orders and Findings: A statement of all significant prior orders and findings made in this matter, including dates of each such order.

By 10:00 a.m. on the Wednesday prior to trial, counsel shall file in Dept. 8 items 1 through 8 listed above, as well as jury instructions. The instructions shall be "clean," with brackets, titles and captions removed, and the blanks filled in, so that they are ready to go into the jury room. One stack of agreed instructions should be submitted, plus a small stack of disputed instructions from each side.

If a party intends to read from a deposition, a copy must be lodged with the court on the first day of trial.

Failure to conduct an issues conference, or failure to participate in good faith may result in sanctions. Failure to submit documents by the Wednesday before trial may result in sanctions.

Jury and reporter fees shall be paid in advance, either daily or weekly. (Counsel shall submit blank checks made payable to the Clerk of Court.) Accounting policy requires submittal of separate checks for jury fees and reporter fees.

THOMAS H. CAHRAMAN
JUDGE OF THE SUPERIOR COURT